

ARTIST APPLICATION FORM

Hollis Winter Art Fair 2011

Return to:
Hollis Renewal Center PO Box 402 Bonner Springs, KS 66012

Notification of acceptance status will be sent within 2 weeks of application arrival.

Artist Name(s) _____
Business Name _____
Mailing
Address: _____
City/State/Zip _____
Phone (day) _____ (evening) _____
Email address _____
Web Site _____

ALL WORK MUST BE HANDMADE BY ARTIST

Medium(s): _____ (ceramic, fiber, photography, wood, etc.)

Description of your work:

Price range on artwork pieces:

Lowest _____ Highest _____

Check One: Would like Hollis table _____ (___ 8' ___ 6' ___ 4')
Will bring own display _____ (Max size 10'x10')
(Floor dimensions of your own display _____)

Each Artist will submit a reproducible photo of their artwork upon application, which may be used by Hollis for promotion of the event.

Digital photos may be sent to: holliscenter@kc.rr.com

Artist's Participation Statement/Contract

It is UNDERSTOOD THAT—

The Hollis Winter Art Fair 2011 event is 10:00 AM - 5:00 PM on Saturday, Dec. 3 and NOON - 5:00 PM on Sunday, Dec. 4. My application is my commitment to participate fully on both days. I have read the Winter Art Fair Information and agree to all the conditions stated.

Artist Name: _____

Date _____

Please contact me about donating a piece of my artwork for the auction, Oct. 16.

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When: Saturday, December 3, 10AM to 5PM
Sunday, December 4, Noon to 5PM

Where: Hollis Renewal Center
11414 Kansas Avenue
Kansas City, KS 66111

Contact: Dave Mareske, Director of Hollis
holliscenter@kc.rr.com; 913.441.0451

The Host:

Hollis Renewal Center is a 501(C)(3) not-for-profit retreat center which provides environment and experiences for individuals, small groups and congregations who seek a place of renewal and reflection. Hollis sits in a valley surrounded by 150 acres of wooded hills, trails, and native wildlife. Located just west of Kansas City metro area, the retreat center has easy access to I-70.

The Location:

The Art Fair will be held in the main Lodge building on the grounds of Hollis. The space is indoors and heated; it has restrooms and an accessible kitchen. A parking lot is available for shoppers.

What Hollis Will Provide:

- display space in the Lodge
- tables for displays, if needed, and chairs for artists to use
- advertisement and promotion of the Art Fair, including a digital “postcard” which artists can email to customers and friends
- Hollis volunteers will staff a central cashiering desk, allowing customers to pay by cash, check or credit card
- Artists will be provided sales books using triplicate forms to record their sales. (One copy goes to the artist, one to the customer, and one to the Hollis cashier.)
- signage to Hollis on the day of the sale
- cookies, cider, and holiday goodies will be served
- the Lodge building will be secured Saturday night, so artists may leave their artwork in the building, if they choose.
- checks will be sent to the artists promptly the week after the sale.

Special Note:

Hollis holds its annual chili cook off and fund raiser on Sunday, October 16 from 5-8PM. During that event we conduct a live auction. If you would like to donate an item to the auction, please contact Dave Mareske (contact info above) for details, delivery or pick up. This would be a great way to get your work seen by many and spark interest in the Winter Art Fair at Hollis.

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Expectations of the Artist:

- interested artists must complete an application form
- artists will submit a reproducible photo of their artwork, (digital preferred) which may be used by Hollis for promotional purposes
- artists may request a table, or they may bring their own display if the size of the display is submitted and approved by the Director.
- artists will provide their own table coverings (if desired), and any other furnishings for displaying their artwork (like boxes, stands, hangers, etc.)
- artists will bring their own means to wrap and bag their artwork
- overhead lighting is present in the room. Artists may bring additional lighting if desired. Outlets are available.
- for the ease of the cashier, all prices should be rounded to dollar amounts, please no “cents”.
- artists may set up their space on the evening of Friday, December 2ND, between 5:00 – 9:00 PM, or on Saturday morning, from 8:00 – 10:00 AM.
- artists will take down their displays after 5:00 PM on Sunday.

Entry Fee:

There is no entry fee or booth fee. Participating artists are asked to donate 15% of their sales to Hollis, which means the artist is at no risk of covering an entry amount. The artists’ donation will help defray the costs of advertisement and promotion. Checks will be sent to the artists promptly during the week after the sale for the full amount of their sales total, less the 15%. (Artists will have a copy of all sales in their sales book.)

Sales Tax:

Customers will be able to make their purchases tax-free through the Hollis cashier, due to the non-profit status of the organization. Hollis will be accepting cash, checks and credit cards on the days of the sale.

The Application Process:

All prospective artists must submit a Winter Art Fair application form to be considered. An application is the artist’s commitment to be present for both days of the art fair. Notification of acceptance will be sent to the artist within 2 weeks of the application’s arrival. Because Hollis has a limited number of artist spaces (12-14), and to provide our art fair guests with a VARIETY of mediums to choose from, selection will be based on diversity of work. While more than one artist per medium is possible and welcomed, duplication will be avoided if work is closely related.